

DATE: August 1, 2008

TO: School Fire Safety Contact

FROM: Kansas State Fire Marshal's Office

RE: 2008-2009 School Fire and Tornado Drill Records

Thank you for taking the time to conduct and document your fire and tornado drills this past year correctly and completely. A single copy of the tornado/fire drill record for the 2008-2009 school year is enclosed. This is **YOUR ONLY ORIGINAL**. Please follow these procedures:

- A separate fire and tornado drill record must be kept for each building. If your school has any separate buildings that students occupy during the day, including Vo/Ag buildings and mobile classrooms, a separate record must be kept for each, and the recorded number of occupants must reflect the number of people *for that building*.
- We strongly recommend conducting one tornado drill and one fire drill within the first two weeks of school to familiarize students and faculty with areas of refuge and evacuation routes.
- Distribute copies of this memorandum and the 2008-2009 School Fire and Tornado Drill to all school buildings you administer.

During your annual inspections, Fire Safety Inspectors will be checking this documentation to verify correctness and completeness. After all required drills have been completed, **DO NOT SEND THESE FORMS IN TO THE KANSAS STATE FIRE MARSHAL'S OFFICE**. Instead, maintain the originals in a safe place as documentation for five years.

Remember, the State Fire Marshal's Office is available to conduct fire safety training at your staff inservice events. Also, check out the archived editions of "Five Minutes to Fire Safety" on our website: <http://www.accesskansas.org/firemarshal>. To find out more about inservice training or to be added to the email list for "Five Minutes," contact Kenya Patzer at patzerk@ksfm.state.ks.us or at the phone number listed below.